



# CITY OF HOUSTON

## Job Posting

**LM Applications accepted from:**

**ALL PERSONS INTERESTED**

**Job Classification**

**DIVISION MANAGER**

**Posting Number**

**PN# 113020**

**Department**

**Department of Public Works & Engineering**

**Division**

**Resource Management Division**

**Section**

**Materials Management Section**

**Reporting Location**

**611 Walker \***

**Workdays & Hours**

**M-F, 8 A.M - 5 P.M\***

**\*Subject to change**

### **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Directs the management, coordination, implementation, administration and operation of various systems, plans and projects. Manages trains, develops, counsels and evaluates staff performance. Manages the development and maintenance of contracts, warehouse and procurement, and/or storeroom operations and provides oversight and support for operational requirements. Develops strategies for applying available resources to maximize support for departmental operations providing delivery of services. Monitors section activity utilizing computerized purchasing system, database reports, budgets and feed back from end users and central purchasing to formulate necessary pro-active initiatives for ensuring compliance with established performance standards. Conducts cycle inventories and semi-annual inventories to identify and log assets for the department. Manages the creation, training and maintenance of a smoothly functioning procurement team that will perform additional requirements of research and analysis operational activities. Develops the analysis procedures, evaluate findings and assists in preparing specific management reports of operational results and support requirements. Coordinates budget preparation plus implementation and monitoring of expenditures. Forecasts defined fixed assets are maintained and/or replaced when needed. Prepares divisional monthly reports within established time frame.

### **WORKING CONDITIONS**

The position is physically comfortable; the individual has some discretion about walking, standing, etc.

### **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Business Administration, Accounting, Engineering, or a closely related to activities of the Fixed Asset section.

### **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of progressive professional experience closely related to the activities of the division or section is required, with three of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two years of experience.

### **MINIMUM LICENSE REQUIREMENTS**

A valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

### **PREFERENCES**

Extensive experience with personal computers is required. Prefer contract development and contract compliance experience in excess of five years. Experience with the following software is referred: Access, Approach, SAP, MS Word, Excel, etc.

### **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

### **SAFETY IMPACT POSITION**

☒ Yes ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

### **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range – Pay Grade 29**  
\$1,885 - \$2,757 Biweekly      \$49,010- \$71,682 Annually

### **OPENING DATE**

**September 06, 2006**

### **CLOSING DATE**

**Open Until Filled**

### **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1<sup>st</sup> Floor. **Our TDD phone number (Telephone Device for the Deaf) is (713) 837-9471. For application status inquiries, please call (713) 837-0571. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information.**

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